

**2005-2006 BEVERAGE CONTAINER RECYCLING
COMMUNITY OUTREACH GRANT SOLICITATION**

QUESTIONS AND ANSWERS

Q1: Would the expansion of our curbside collection program through larger capacity containers be eligible for the 2005/2006 Beverage Container Recycling Community Outreach Grants?

A1: *Please refer to the **Grant Focus** section of the solicitation identifying eligible activities. As stated in the solicitation **Question/Answer Period** section, specific project questions cannot be answered.*

Q2: Are matching funds required or encouraged? If matching funds are required, what is the required match percentage?

A2: *Please refer to section **Phase 2 Proposal Evaluation and Scoring – Sustainability**. Matching funds are not a requirement; however, they are considered budgetary contributions in the scoring criteria and will be given credit.*

Q3: Can we apply (for the grant) more than once, if we have more than one applicable project that we would like funded?

A3: *Yes. You can submit as many concepts as you would like.*

Q4: We have two goals; one is to enhance our current recycle programs and second is to start new programs in the unincorporated areas in (our) County. Can we do both?

A4: *Yes. You can submit a concept that would incorporate both projects, or you can submit two separate concepts, one for each project.*

Q5: When we are writing the concept, do we need to state each city that we are planning to work with, or can we just state that we are working with (our) County?

A5: *As stated in the solicitation, specific project questions cannot be answered. We encourage you to include whatever information you feel will give an evaluation committee the best picture of your proposed project.*

Q6: How do we determine the dollar amount of our potential grant?

A6: *Determine the project needs and research the costs related to those needs.*

Q7: Would a litter reduction outreach campaign be an eligible project?

A7: Please refer to the **Grant Focus** section of the solicitation identifying eligible activities. As stated in the solicitation, specific project questions cannot be answered.

Q8: Would a park, or an airport recycling program be an eligible project?

A8: Please refer to the **Grant Focus** section of the solicitation identifying eligible activities. As stated in the solicitation, specific project questions cannot be answered.

Q9: What is the maximum amount of funds that can be requested?

A9: The Department has available up to \$1.5 million and applicants may submit requests for the minimum of \$35,000 up to the full amount.

Q10: If I wanted to implement curbside recycling, partnering with the local hauler would that be ok?

A10: Please refer to the **Grant Focus** section of the solicitation identifying eligible activities. As stated in the solicitation, specific project questions cannot be answered.

Q11: Besides providing an innovative method of collecting CRV beverage containers, can this grant also fund an education component associated with the collection process?

A11: Yes. The educational component should indicate how it will lead to a measurable increase of the collection of CRV beverage containers as part of the project proposal.

Q12: As a recipient of one of your grants last year, is my organization eligible to re-apply for funds that would not extend (our organization is funding that) the program for which we received our grant—but to expand it?

A12: Your organization may submit a concept for an entirely new beverage container recycling grant, that might expand on a previously-funded project, but the proposal would need to demonstrate how this grant will result in additional measurable recycling opportunities in your area or region that meet the conditions of this solicitation.

Q13: Could you give some examples of partnership?

A13: *One example of a partnership could include a business or other entity teaming up with a beverage manufacturer, local jurisdiction (e.g., city/county), a waste hauler or other recycling service program to establish a project that will increase collection of CRV beverage containers at multiple locations.*

Q14: Your grant round has a minimum of a \$35,000 in requested money. This may be too high for some of our cities which we work with...Is it possible for one central Waste Management location to apply for the grant and for the awarded units to be dispersed to their various locations for use in special event recycling?

A14: *Yes. A single entity wishing to implement a sustainable and long-term CRV beverage container collection program, satisfying the criteria listed in the grant focus, for multiple targeted areas or locations, is welcome to apply for a beverage container recycling grant. As noted in the "Sustainability" section on Page 3 of the grant solicitation, please be sure to provide a detailed summary of all commitments and financial resources to ensure long-term sustainability of these programs.*

Q15: For the budget information, is there a project time period required by these grants? Should the grant funds requested only be for a 12-month period or is it possible to request funds for a longer project period?

A15: *The only schedule requirement for each grant awarded is that the projects last at least one year to satisfy the 12-month CRV collection and volume reporting schedule required in the "Implementation Schedule." Grant terms are typically one to two years, but can be longer if necessary.*

Q16: Do we have to expend the grant funds within a specified timeframe after the execution of the contract?

A16: *All grant funds must be expended within the grant term identified in the grant agreement. The Department will not reimburse costs incurred prior to or after the grant term. The minimum requirement within the grant parameters is 12 months of demonstrated reporting or measurement. Grants are typically one to two years in length.*

Q17: Must we include letters of commitment from partners as part of the concept package, or are the letters only necessary for the full proposal package?

A17: *Letters are not required at the concept phase. Concept packages need only identify the partner(s) providing budgetary contribution to the*

*proposed project. Letters of commitment from contributing partners need only to be submitted with the **full proposal** in Phase 2.*

Q18: Would collection vehicles be eligible as equipment for funding with the Beverage Container Recycling Competitive Grant?

A18: Yes. Grant funds may be expended for any equipment, personnel services and operating costs directly related to the beverage container collection or project.

Q19: Will the grant reimburse us for CRV containers we recently purchased prior to finding out about the grant?

A19: No. Any costs or expenditures incurred prior to execution of the proposed beverage container recycling grant cannot be reimbursed or factored into the budget for the project.

Q20: I am calculating my projected volumes to be collected in a new recycling program at businesses. What is the conversion to pounds from count for each material type?

A20: The Department's statewide segregated average is as follows: aluminum 31.3 cans per pound; glass is 2.1 bottles per pound; plastic #1 is 17.5 bottles per pound; bimetal is 8.3 cans per pound and plastic #2 is 9.5 bottles per pound. Further information regarding "containers per pound" by material type can be accessed on the Department's website at the following address:

http://www.consrv.ca.gov/DOR/Notices/Images/commingled_rates.pdf

Q21: In Phase 1, the Concept Form requires an amount requested. The budget does not have to be submitted until Phase 2. Is the amount requested just a round about figure of what I think the costs will be or does it have to be exact?

A21: The requested amount submitted in the concept (Phase 1) should demonstrate a general or "rough" estimate of the proposed project. However, budgets submitted with requested Full Proposal (Phase2) packages should render an exact project amount. Each budget item must also be specified and justified.

Q22: Under "Recycling Program History" of the Concept Form, what is meant by "certified in any category by the Department of Conservation, Division of Recycling? Please give examples of what types of certification there are.

A22: *This refers to any grant applicant who is currently certified or registered by the Department to collect and/or redeem CRV beverage containers. The different types of recycling programs certified or registered by the Department include: recycling centers, drop-off or collection programs, community service programs, curbside programs, and processing facilities. For further information regarding the Certification process, please refer to the "Starting a Recycling Business" handbook, which can be accessed at the following address:*
<http://www.consrv.ca.gov/DOR/crcp/recyclers/Images/Starting%20a%20Recycling%20Business.pdf>

Q23: If we submit two concept forms, do we have to submit two proposals for each concept?

A23: *Applicants are only required to submit concept forms in Phase 1. If both concept forms receive a passing score, applicants will be invited and required to submit a proposal for each concept in Phase 2.*

Q24: In the concept form for Phase 1 of the Community Outreach Grant, I am presented with the following question.

Recycling Program History

Are you currently certified or have you ever been certified in any category by the Department of Conservation, Division of Recycling?

If yes, please provide certification and/or registration numbers:

I see no place for my answer of "no." I have seen many grants disqualified for technicalities like this, and would like to know where I say no, or leave the area blank, write "n/a" in the registration numbers area, etc.

A24: *You may write "NO" after the question.*

Q25: What constitutes "budgetary contributions" under the phase two scoring criteria? If, hypothetically speaking, my project is to put a beverage container and paper recycling bin in a hallway, will "budgetary contribution" points be awarded for non-DOC funds used to purchase the paper receptacle? Are points awarded based on the amount of the cost savings/budgetary contribution?

A25: *Applicants, who are invited to submit Phase 2 proposals, will be scored against all other proposals. "Budgetary contributions," matching funds, or in-kind services, may appear as labor, equipment or personnel expenses related to recycling. Such contributions are viewed as financial support from the organization or third party.*

An evaluation committee will review and score the proposals according to all criteria under "Budget," on Page 4 of the "Beverage Container Recycling Community Outreach Grant Solicitation."

Q26: I was recently pondering a business recycling outreach proposal when the DOC's Recycling Starter Kit arrived at my desk. It seemed such a perfect fit and I want to know the logistics and appropriateness of including them as a key component of my grant proposal. The proposal is much larger in scope than simple distribution of the starter kits but they would be a key aspect of my initial outreach. Is that okay to include additional DOC generosity into a DOC grant and, if so, what costs would I include if any?

*A26: Please refer to the **Grant Focus** section of the solicitation identifying eligible activities. As stated in the solicitation, specific project questions cannot be answered.*

At this time, the Department is offering the Starter Kits as a resource to expand beverage container collection. The supply of these materials is limited to what is currently in stock.

Q27: I was just checking in on the status of Phase 1 of the Community Outreach Grant. Per the information, notifications for invitations to start Phase 2 were to go out by April 29th. We have not heard anything as yet. Can you please verify if you are running a bit behind schedule or is it safe to assume we did not make the cut? If so, will we receive some sort of notice saying so?

A27: Due to unexpected delays the Department has not released announcements regarding the status of any concepts to date.

The Department appreciates your patience and hopes to distribute the notification letters to all entities regarding the status of their application(s) the week of May 16th.

Q28: I am interested in finding out if we can participate in the Beverage Container Recycling Community Outreach Grant without competing in the Phase 1 stage: I just read about the grant.

A28 At this time, only applications invited to submit proposals from phase 1 are being considered for review in phase 2.

Information pertaining to the next competitive grant cycle is anticipated to be available in November 2006 at the Department's web site <http://www.consrv.ca.gov/DOR/grants/index.htm>